

This Notice Expires 08 August 1984

OP NOTICE NO. 20-84-02

8 February 1984

OFFICE OF PERSONNEL NOTICE

SUBJECT: Organizational Change - Office of Personnel

1. Division IV under the Deputy Director for Employment is charged with the responsibility for Agency clerical recruitment, selection and placement. Division IV was established as a result of the recent reorganization of the Office of Personnel. It was formed by the merger of the Clerical Staffing Branch [redacted] and the Washington-based Clerical Recruitment Office. Division IV is located in the Ames Building.

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2. The following is a listing of the addresses and telephone numbers for Division IV:

<u>Division IV</u>	<u>Address</u>
C/Division IV	206 Ames
C/Selection Branch	207 Ames
Personnel Officers	207 Ames
Processing Assistants	207 Ames
Washington Clerical Office	G-03 Ames

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3. The schedule for the testing of clerical applicants has been changed. Applicants should now report at 9:00 a.m. on Tuesday, Wednesday or Thursday to the receptionist in the Ames Building. At that time applicants will complete a resume and receive an introductory briefing. The Short Employment Test (SET) will be given at 10:30 a.m.; the typing test at 11:00 a.m.; and, the shorthand test at 11:30 a.m.

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Robert W. Magee
Director of Personnel

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